

~~SECRET~~7 December 1987  
DA 87-2585

MEMORANDUM FOR: Directorate Plans and Budget Officers

25X1 FROM:

[redacted]  
Chief, DDA Management Staff

SUBJECT: Financial Guidance for FY 1988

REFERENCE: DDA 87-2542, dated 1 December 1987

1. The attachment provides the "Financial Guidelines for Executing the 1988 Program" issued by the Executive Director on 24 November 1987. These guidelines are intended to provide necessary flexibility for you to execute your planned program and at the same time ensure that: (a) significant unavoidable costs, such as personal services and State reimbursements, are covered; (b) notification and approval requirements imposed by our external reviewers are satisfied; (c) heavy year-end funding is avoided; and (d) significant adjustments to the approved program are assessed in an Agency-wide perspective.

2. The Comptroller will hold periodic meetings throughout the year to review the status of the Agency's financial and personnel resources to ensure that the Agency's essential needs are met. To prepare for these meetings, as well as to keep the DDA advised of where we stand, starting February 1988, please send us your monthly nonpersonal services deviation spending report. We need to know why you are above or below the normal straight line projection.

3. Additions to the attachment applying to the Directorate are as follows:

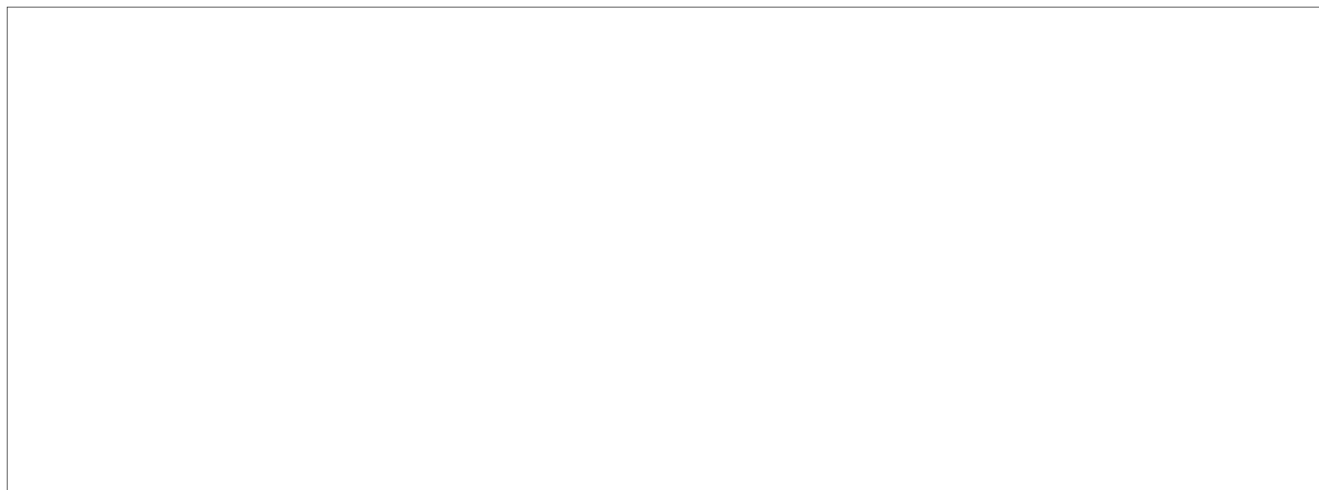
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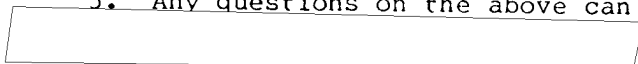
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4. Our FY 1988 operating budget does not provide much flexibility to cover additional Directorate unfunded requirements. You are expected to "make do" with the resources currently available by prioritizing requirements and using available resources as efficiently as possible.

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5. Any questions on the above can be directed to



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Attachment  
As Stated

25X1

ORIG:C/DA/MS



(7 December 1987)

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